

~~SECRET~~
CONFIDENTIAL

13 August 1954

MEMORANDUM FOR: Special Study Group

Attention:

25X1A

SUBJECT : Agent Cashier Procedures

1. There is presented herewith a summary of present procedures governing the appointment of agent cashiers and the policies and regulations relating to the performance of their duties. Included as attachments are samples of the various forms used and charts illustrating the procedures described herein.

2. If at all possible, I would like for you to review these agent cashier procedures and controls and inspect our fiscal facilities for the handling and safekeeping of all funds..

3. Your comments and/or recommendations in connection with this subject will be greatly appreciated.

25X1A

E. R. SAUNDERS
Comptroller

Attachments

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